

Certification Policy 01-C_(u)

Recertification Time Limits, Application Definition & Duration, and Order of Meeting Certification Requirements

Original policy written September 2000

Policy updated January 2002

Updated portions are underlined

Background:

Several recertification application-related questions have come up, but may have been treated inconsistently over the years. Such as:

- Are certification requirements based on the time of application or the time of meeting the requirements?
- How long is an application considered “current”, before the information must be updated and resubmitted?
- Must certification requirements be in a particular order (i.e. testing last)?

This policy is to answer the above by clarifying and/or interpreting the intent of the following statute and rule.

Statute Reference: HSC 773.055

Rule Reference: 25 TAC, ~~157.33 (j) and (k)~~ 157.34 (a) and (f)

Policy:

(a) Recertification Time Limits

The candidate's requirements are based on the requirements at the time of completing all certification requirements, including testing, if applicable. If the candidate does not complete all requirements during the applicable time period, the requirements of the next time period apply. The candidate will not have to reapply for each separate time period, until they reach the re-entry period. For example:

- (1) Timely - Application is submitted before certification expiration, but candidate does not complete all other requirements (fee payment, CE, evaluation, exam...) before certification expiration. His requirements now become the requirements of the next time period . . .
- (2) Late recertification (within 90 days after expiration date) - In addition to choosing a recertification option, the candidate now owes an additional ½ times the fee (total fees = 1 ½ times the normal amount), ~~CE and must pass the exam~~. If the candidate still doesn't complete all recertification requirements within 90 days after certification expiration, his requirements now become the requirements of the next time period . . .
- (3) Re-entry (within 91 days and one year after expiration date) - The candidate now owes another completed application and a ~~an additional ½ times the fee~~ (total fees = 2 times the normal amount), complete a formal recertification refresher course (assorted CE is now no good), and pass the written exam. Even if the candidate previously submitted the original application and fee, they will be required to complete a new application and owe a new fee of double the normal fee. If the candidate still doesn't complete requirements within 1 year after certification expiration, he must meet initial certification requirements.

- (b) Application Definition and Duration
 - (1) Application = completed current EMS certification application form submitted to the department.
 - (2) An application is considered current for one year past the postmark (submission) date, unless you move into the re-entry period.
 - (3) If the application is over one year old at the time all other requirements for certification have been met, the applicant will have to re-complete and submit another application form, with current attachments, if applicable.
- (c) Order of Meeting Certification Requirements
 - (1) Facilitate testing as last action
 - Testing should be the candidates' last action before we finally consider their certification.
 - (2) Exceptions to testing out of order
 - (A) When a candidate has submitted all criminal history information and the department has not yet completed the background check
 - (B) When a candidate has not yet reached age 18, but will reach age within 12 months of course completion date
 - (C) When a candidate has not yet graduated or received a GED, but expects to within 12 months of course completion date
- (d) Grade report is not an indication of certification
 - Grades will be reported to all applicants as mandated in Health & Safety Code, Chapter 773.055(b). Grade sheet will contain a statement that says the receipt of the grade sheet alone does not imply successful certification or recertification.

Kathryn C. Perkins, R.N., M.B.A.
Chief, Bureau of Emergency Management
Original signature dated December 29, 2000

Kathryn C. Perkins, R.N., M.B.A.
Chief, Bureau of Emergency Management
Signature date February 27, 2002

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(U) denotes updated policy